CHOOSE DEMO

Kim Brisset
DFAS-ADAREF/CL
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Your Financial Partner @ Work

ntegrity - Innovation - Service

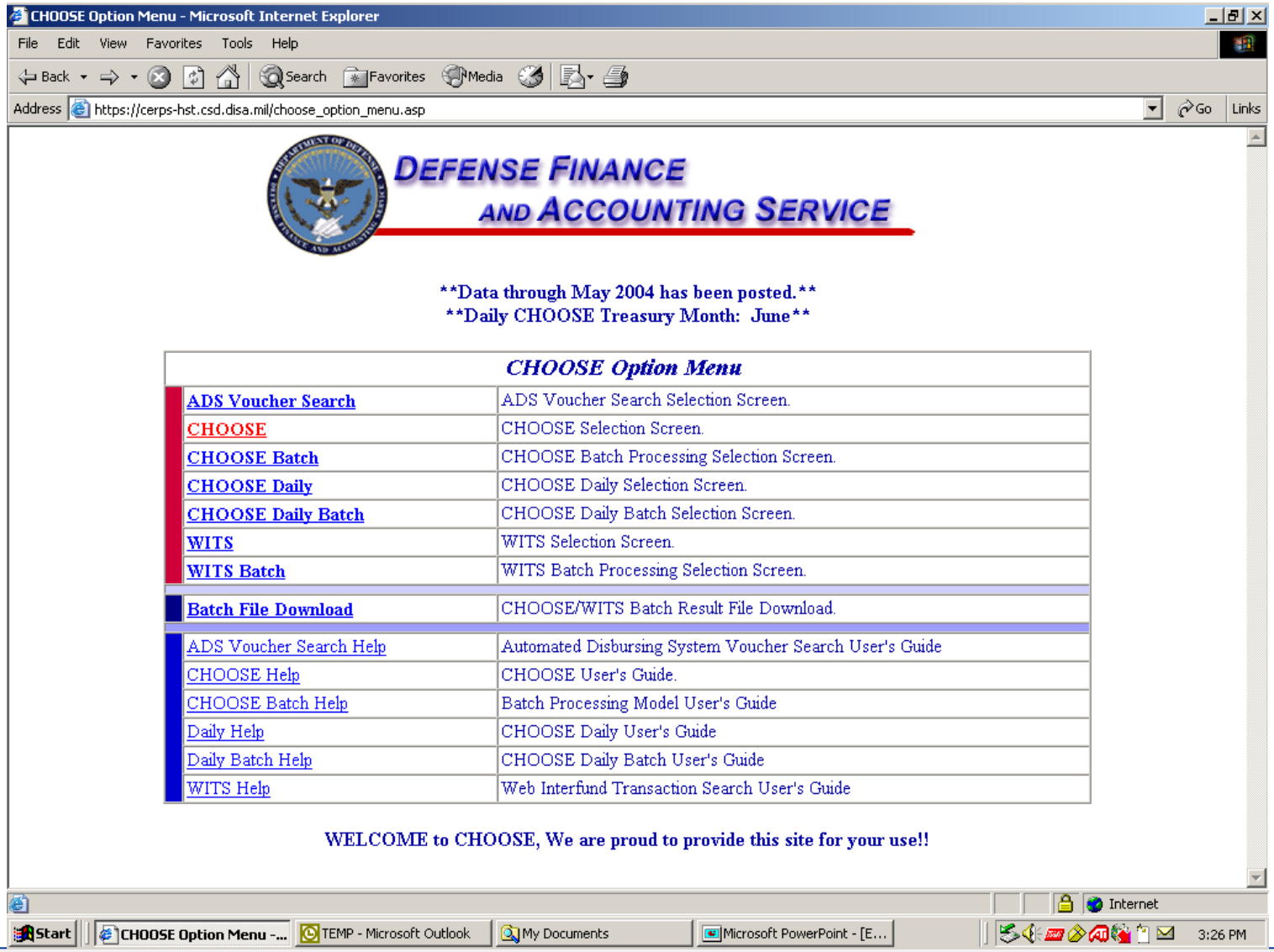
What is CHOOSE?

- Cash History On-Line Operator Search Engine
- Web based reference tool
- Used to research Navy Disbursement & Collection transactions
- Access to detailed transactions from Oct 1990 - Current Month
- User can retrieve data based on various criteria
- Displays 43 different fields of data
- Easy to use

Accessing CHOOSE

- https://choose.csd.disa.mil
- Anyone with a ".mil" address can access CHOOSE.
- You can apply for a user id on the web site.
- Common Access Cards (CAC) are not necessary at this time, but will facilitate logging into the system.

CHOOSE Option Menu


CHOOSE Option Menu - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address https://cerps-hst.csd.disa.mil/choose_option_menu.asp
Go Links
DEFENSE FINANCE AND ACCOUNTING SERVICE
Data through May 2004 has been posted.
Daily CHOOSE Treasury Month: June
CHOOSE Option Menu
ADS Voucher Search | ADS Voucher Search Selection Screen.
CHOOSE | CHOOSE Selection Screen.
CHOOSE Batch | CHOOSE Batch Processing Selection Screen.
CHOOSE Daily | CHOOSE Daily Selection Screen.
CHOOSE Daily Batch | CHOOSE Daily Batch Selection Screen.
WITS | WITS Selection Screen.
WITS Batch | WITS Batch Processing Selection Screen.
Batch File Download | CHOOSE/WITS Batch Result File Download.
ADS Voucher Search Help | Automated Disbursing System Voucher Search User's Guide
CHOOSE Help | CHOOSE User's Guide.
CHOOSE Batch Help | Batch Processing Model User's Guide
Daily Help | CHOOSE Daily User's Guide
Daily Batch Help | CHOOSE Daily Batch User's Guide
WITS Help | Web Interfund Transaction Search User's Guide
WELCOME to CHOOSE, We are proud to provide this site for your use!!
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CHOOSE Option Menu -...
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Microsoft PowerPoint - [E...
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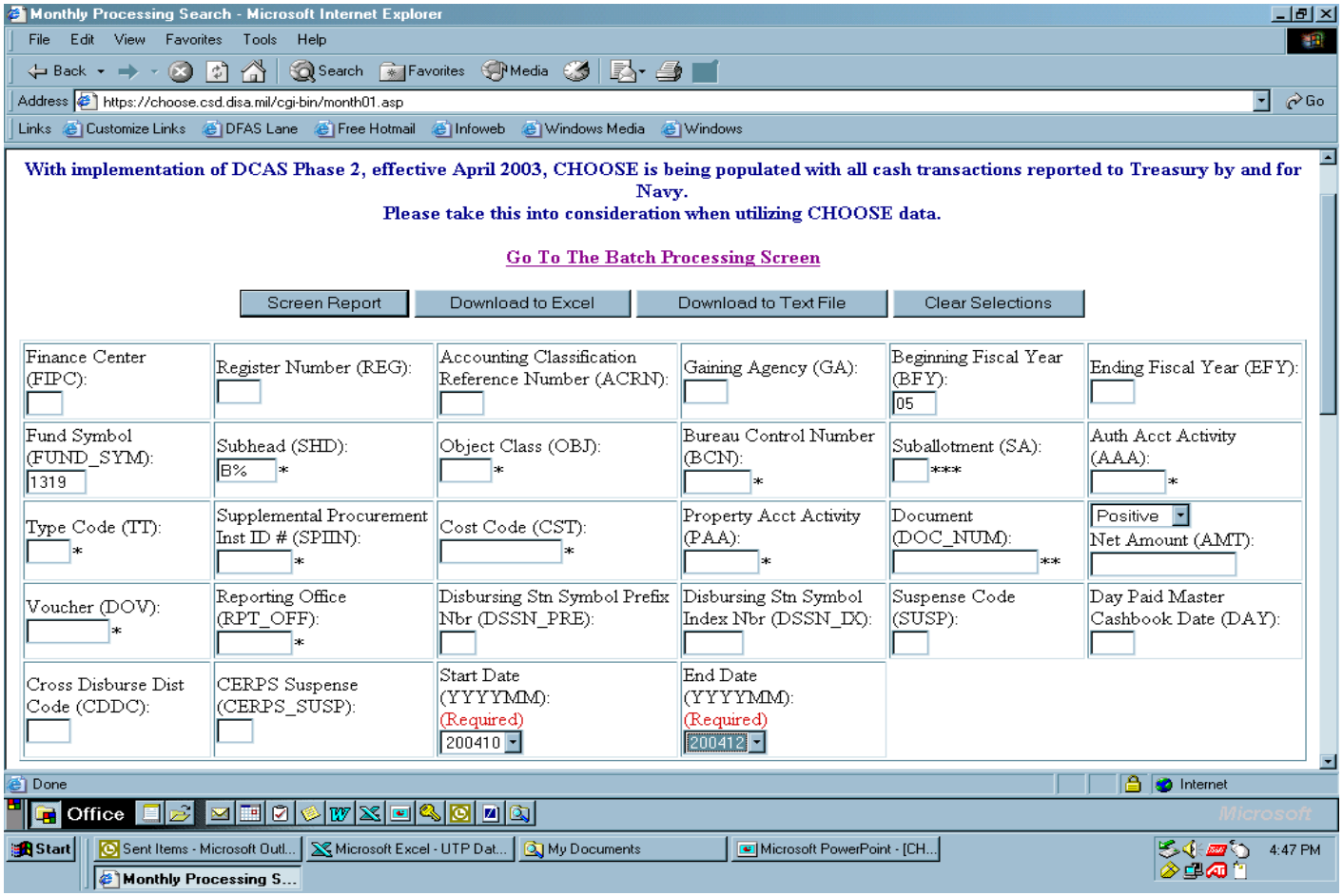
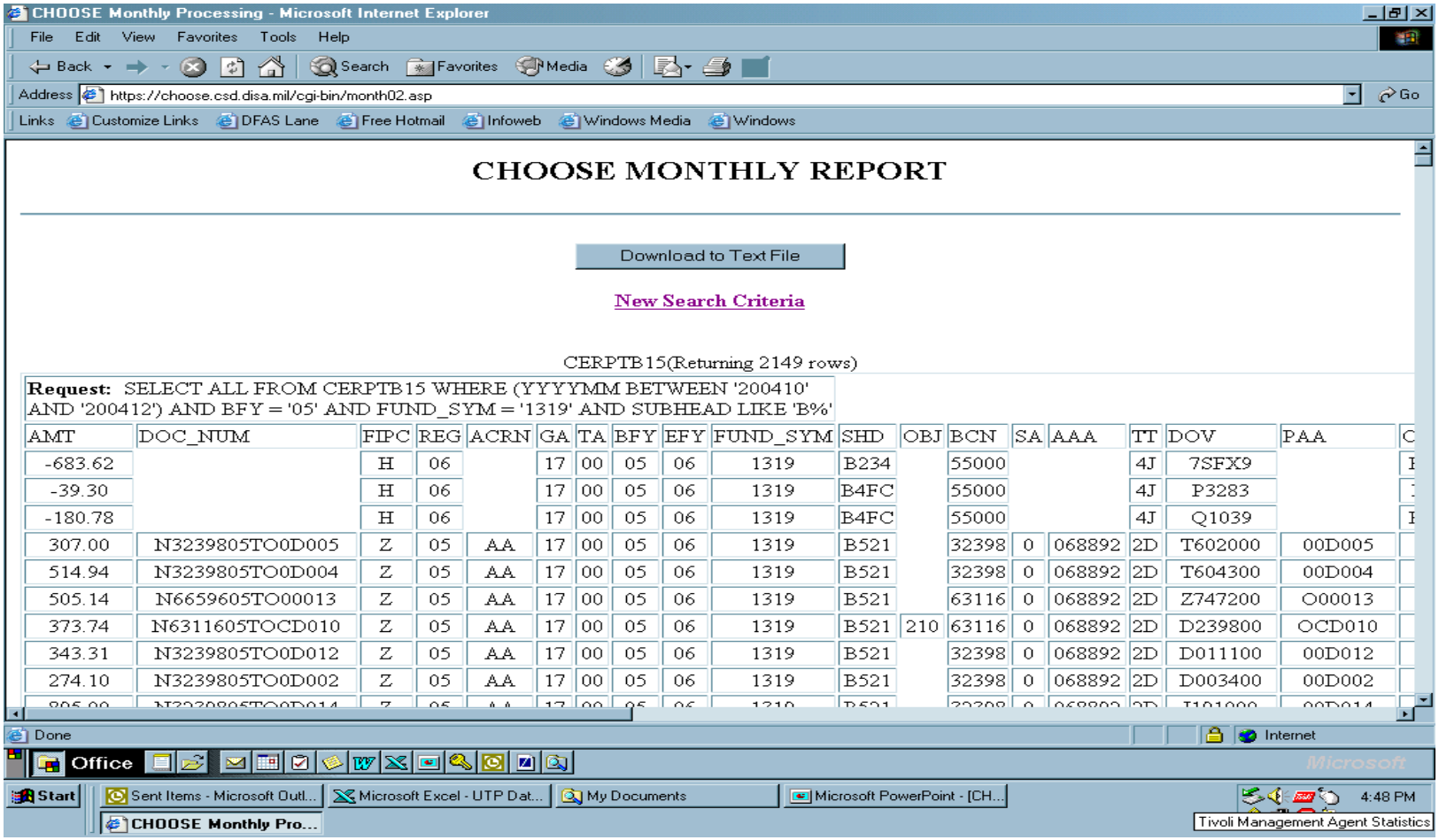
CHOOSE Query Screen



* Selecting several elements narrows the scope.

This query will extract “05 1319 B***” transactions between 10/04 and 12/04.

CHOOSE Results

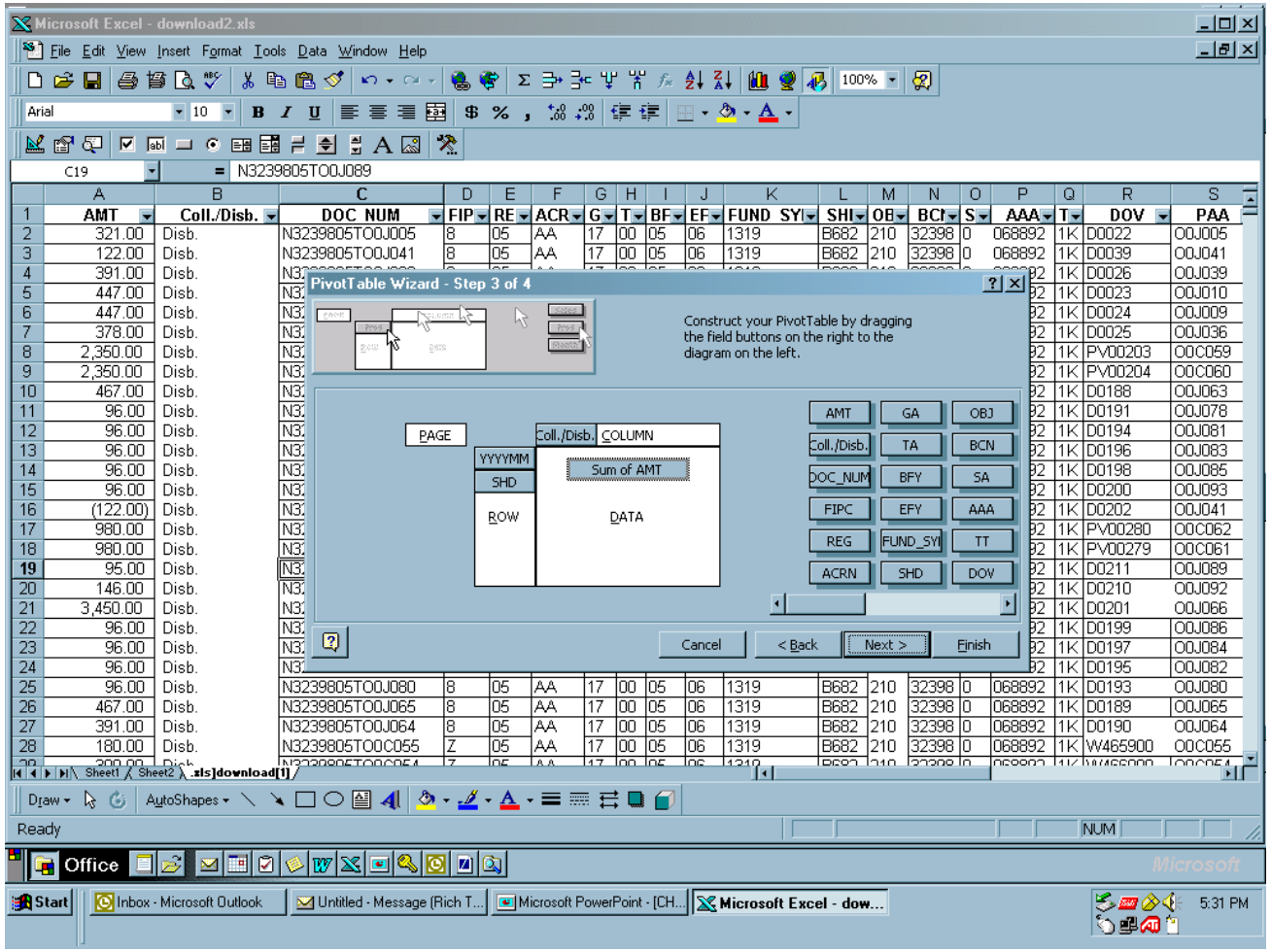

CHOOSE Monthly Processing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://choose.csd.disa.mil/cgi-bin/month02.asp
Go
Links Customize Links DFAS Lane Free Hotmail Infoweb Windows Media Windows
CHOOSE MONTHLY REPORT
Download to Text File
New Search Criteria
CERPTB15(Returning 2149 rows)
Request: SELECT ALL FROM CERPTB15 WHERE (YYYYMM BETWEEN '200410' AND '200412') AND BFY = '05' AND FUND_SYM = '1319' AND SUBHEAD LIKE 'B%'
AMT DOC_NUM FIPC REG ACRN GA TA BFY EFY FUND_SYM SHD OBJ BCN SA AAA TT DOV PAA
-683.62 H 06 17 00 05 06 1319 B234 55000 4J 7SFX9
-39.30 H 06 17 00 05 06 1319 B4FC 55000 4J P3283
-180.78 H 06 17 00 05 06 1319 B4FC 55000 4J Q1039
307.00 N3239805TO0D005 Z 05 AA 17 00 05 06 1319 B521 32398 0 068892 2D T602000 00D005
514.94 N3239805TO0D004 Z 05 AA 17 00 05 06 1319 B521 32398 0 068892 2D T604300 00D004
505.14 N6659605TO00013 Z 05 AA 17 00 05 06 1319 B521 63116 0 068892 2D Z747200 O00013
373.74 N6311605TOCD010 Z 05 AA 17 00 05 06 1319 B521 210 63116 0 068892 2D D239800 OCD010
343.31 N3239805TO0D012 Z 05 AA 17 00 05 06 1319 B521 32398 0 068892 2D D011100 00D012
274.10 N3239805TO0D002 Z 05 AA 17 00 05 06 1319 B521 32398 0 068892 2D D003400 00D002
Done
Internet
Office
Start
Sent Items - Microsoft Outl...
Microsoft Excel - UTP Dat...
My Documents
Microsoft PowerPoint - [CH...
CHOOSE Monthly Pro...
4:48 PM
Tivoli Management Agent Statistics

* Results can be displayed as a screen print, text file or Excel file.

How to Create a Pivot Table to Summarize Results

- Download your results to Excel.
- Add a column to your Excel sheet to distinguish between Collections, Disbursements, & BCN 555000 records. Type codes 3* are reimbursements, a form of collections, and all others are disbursements.
- With your cursor somewhere in the data, from the Menu Bar choose “Data” / “Pivot Table Report”.
- The range of your data will be highlighted. Select “Next”.
- Using your mouse drag the fields that you want to display into the row, column, and data boxes. Amount goes in the data box. (See next slide.)
- Select “Finish”

Creating the Pivot Table



* Drag and drop fields.

Click on your collection/disbursement field and hide BCN 55000s.

Results Summarized in an Excel Pivot Table

Sum of AMT		Coll./Disb.	
YYYYMM	SHD	Coll.	Disb.
200410	B521		821.94
	B682		151,176.42
	B6ZZ		461,421.34
	B992	(51,700.00)	3,358.65
	B994	(35,581.74)	21,935.62
	B998	(22,512.92)	55,366.15
	B999		(6,358.56)
200410 Total		(109,794.66)	687,721.56
200411	B4FC		(39.30)
	B521		183.90
	B682		172,067.38
	B6ZZ		1,016,694.20
	B992	(153,980.00)	20,024.39
	B994	(133,517.22)	35,856.42
	B998	(296,443.26)	125,072.23
	B999	(16,947.14)	6,358.56
200411 Total		(600,887.62)	1,376,217.78
200412	B234		(683.62)
	B4FC		(180.78)
	B521		11,600.18
	B682		867,738.54
	B6ZZ		1,601,943.16
	B992	(19,480.00)	84,111.77
	B994	(223,523.88)	113,005.41
	B998	(432,605.36)	610,197.96
	B999	(8,180.03)	4,519.18
200412 Total		(683,789.27)	3,292,251.80
Grand Total		(1,394,471.55)	5,356,191.14

Using Your Details to Tie Back to Reports

- Collections and Disbursements are reported on line 15 of the SF133 Report on Budget Execution.

```
15 Outlays
  A Disbursements(+)  687,745.06
  B Collections(-)   -109,794.66
```

- Disbursements are reported in column G of the DD1002, which is a report on appropriation status by fiscal year, program, and subaccounts.

```
Gross Disbursements – Current FY
    688
```

- Collections are reported on DD725 Report on Reimburseables.

```
Reimbursements Collected – Total Program Year
    110
```

- Collections and Disbursements are also reported on line 15 of the Statement of Budgetary Resources.

Analyzing Undistributed

- The DD1002 report breaks down disbursements by subhead.
- The report is also broken down by Direct Program, Reimburseable Program, and Undistributed.
- Undistributed is the difference between what you will find in CHOOSE and what is in STARS HCM or STARS FL.
- By comparing an extract of both, you may be able identify your undistributed transactions.
- More than likely, they will have something in common, that may lead you to the route cause of the problem.

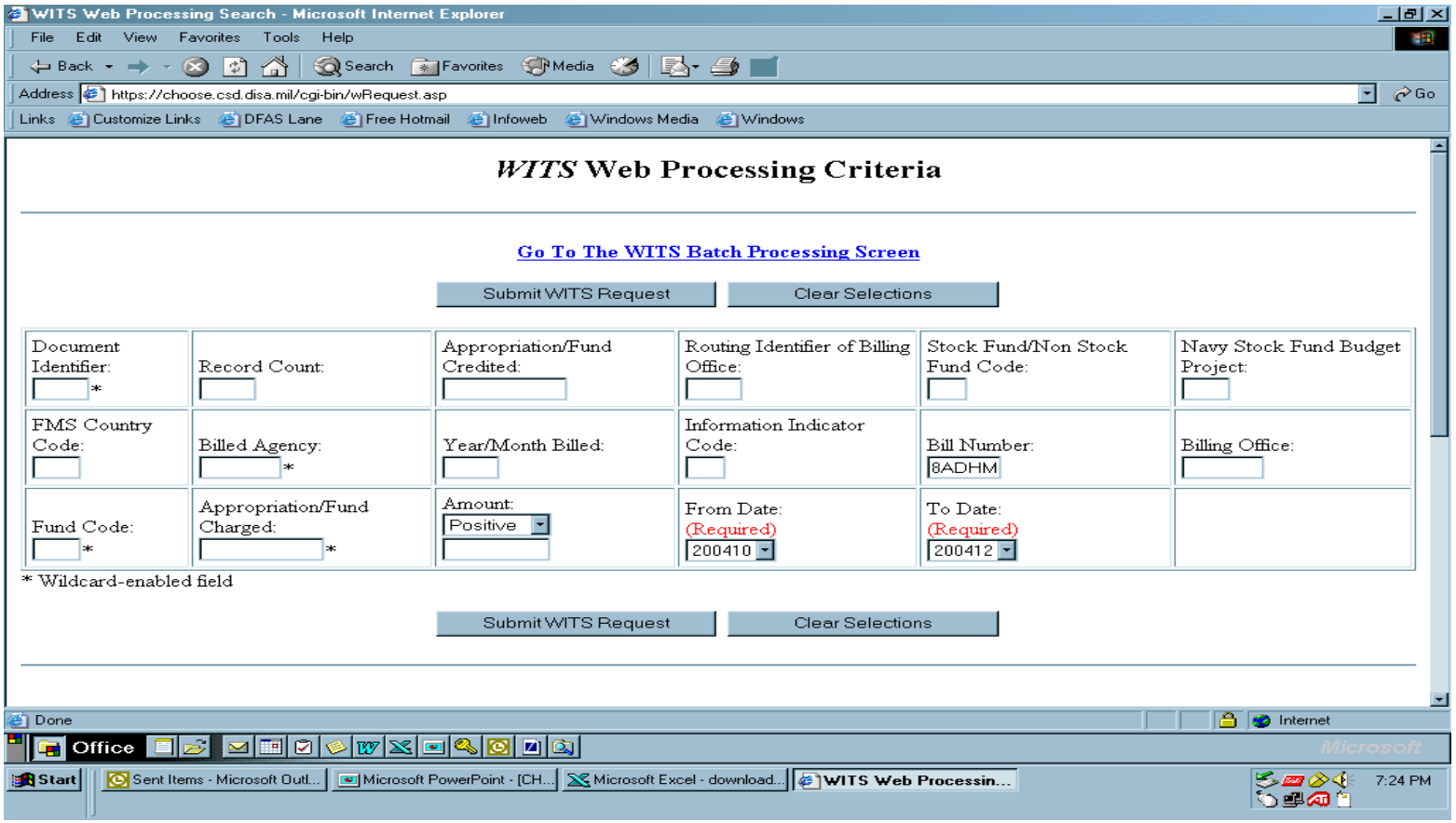
More CHOOSE Options

- CHOOSE Daily
  - Current month transactions
  - Have not yet been reported to Treasury
- CHOOSE Batch
  - Runs in the background and won’t tie up PC
  - Used when a large volume of data is expected
  - Can use wild cards and special commands, such as ‘like’, ‘or’, and ‘between’.
- WITS (Web Interfund Transaction System)
  - Provides visibility of Interfund bill packages data.
  - Summary seller and detail buyer records are available.

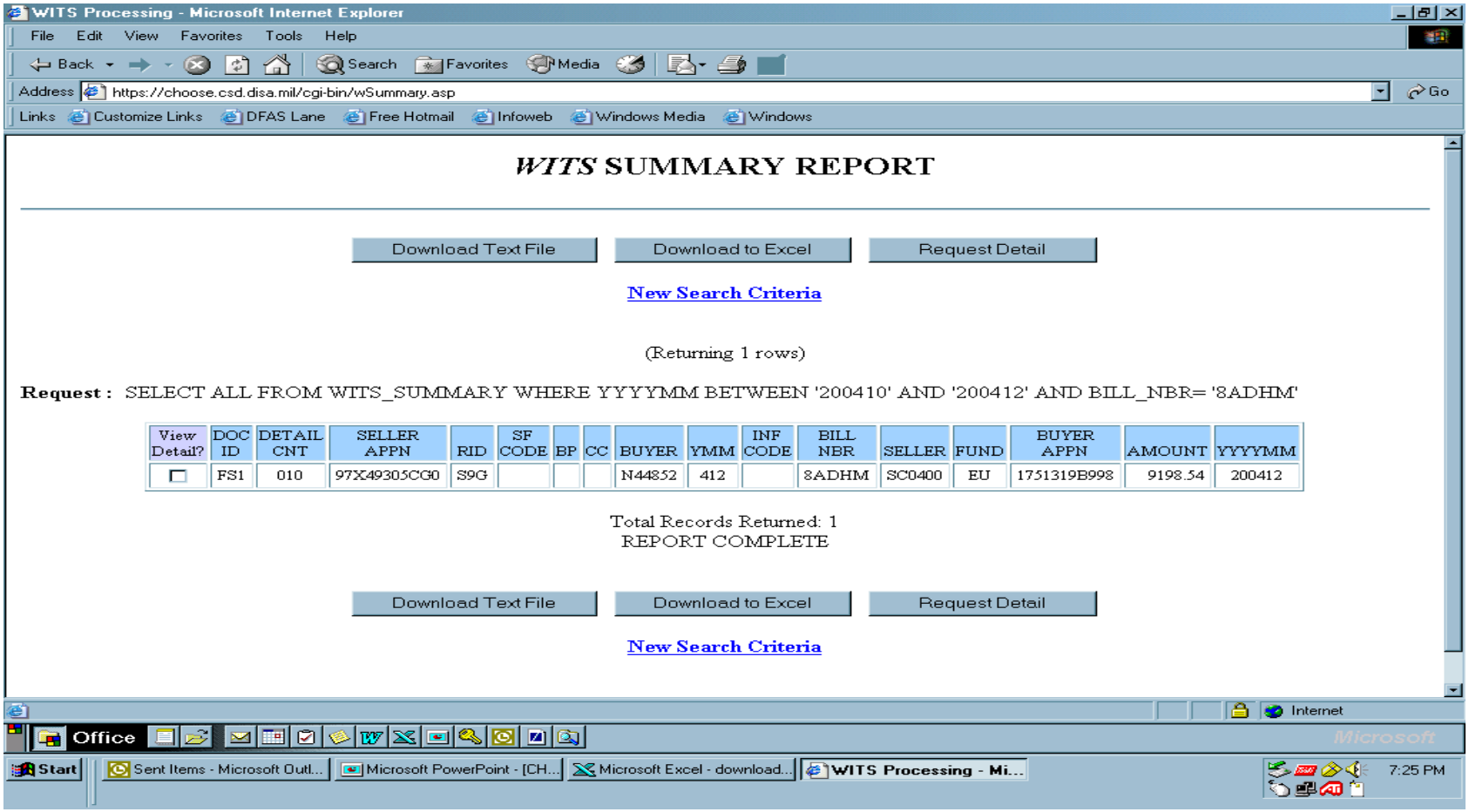
WITS Query Screen

CHOOSE example:

AMT	Coll./Disb.	DOC_NUM	FIPC	REG	ACRN	GA	TA	BFY	EFY	FUND_SYM	SHD	OBJ	BCN	SA	AAA	TT	DOV
(9,198.54)	55000		H	06		17	00	05	06	1319	B998		55000			4J	8ADHM



WITS Summary Report


WITS Processing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Go
Links Customize Links DFAS Lane Free Hotmail Infoweb Windows Media Windows
WITS SUMMARY REPORT
Download Text File
Download to Excel
Request Detail
New Search Criteria
(Returning 1 rows)
Request : SELECT ALL FROM WITS_SUMMARY WHERE YYYYMM BETWEEN '200410' AND '200412' AND BILL_NBR= '8ADHM'
View Detail? | DOC ID | DETAIL CNT | SELLER APPN | RID | SF CODE | BP | CC | BUYER | YMM | INF CODE | BILL NBR | SELLER | FUND | BUYER APPN | AMOUNT | YYYYMM
FS1 | 010 | 97X49305CG0 | S9G | | | | N44852 | 412 | | 8ADHM | SC0400 | EU | 1751319B998 | 9198.54 | 200412
Total Records Returned: 1
REPORT COMPLETE
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New Search Criteria
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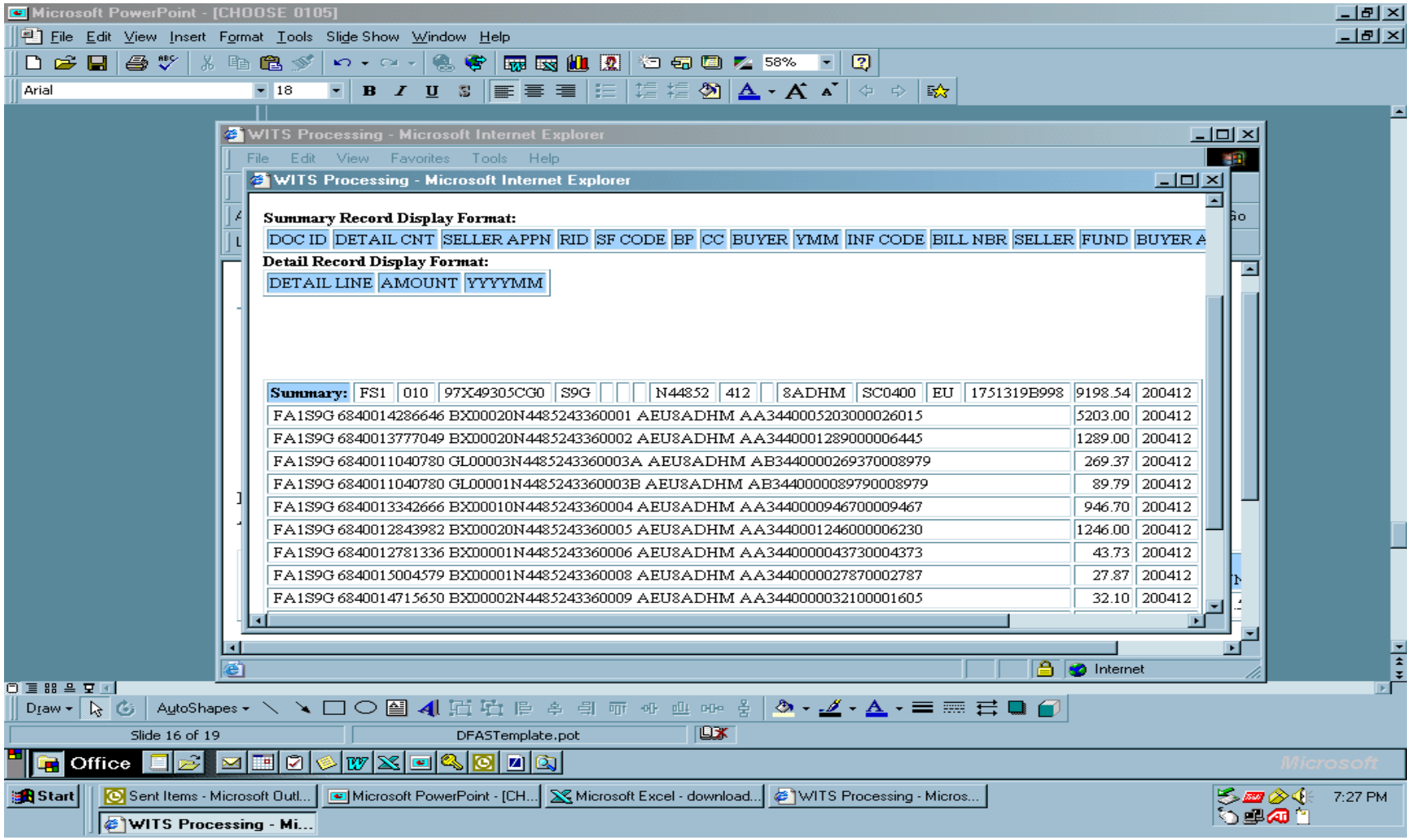
* Check the “view detail” box.

WITS Detail Report


Microsoft PowerPoint - [CHOOSE 0105]
File Edit View Insert Format Tools Slide Show Window Help
WITS Processing - Microsoft Internet Explorer
File Edit View Favorites Tools Help
WITS Processing - Microsoft Internet Explorer
Summary Record Display Format:
DOC ID | DETAIL CNT | SELLER APPN | RID | SF CODE | BP | CC | BUYER | YMM | INF CODE | BILL NBR | SELLER | FUND | BUYER A
Detail Record Display Format:
DETAIL LINE | AMOUNT | YYYYMM
Summary: FS1 010 97X49305CG0 S9G N44852 412 8ADHM SC0400 EU 1751319B998 9198.54 200412
FA1S9G 6840014286646 BX00020N4485243360001 AEU8ADHM AA3440005203000026015 5203.00 200412
FA1S9G 6840013777049 BX00020N4485243360002 AEU8ADHM AA3440001289000006445 1289.00 200412
FA1S9G 6840011040780 GL00003N4485243360003A AEU8ADHM AB3440000269370008979 269.37 200412
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FA1S9G 6840013342666 BX00010N4485243360004 AEU8ADHM AA3440000946700009467 946.70 200412
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FA1S9G 6840015004579 BX00001N4485243360008 AEU8ADHM AA3440000027870002787 27.87 200412
FA1S9G 6840014715650 BX00002N4485243360009 AEU8ADHM AA3440000032100001605 32.10 200412
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WITS - Interfund Bill Package Layout

Document Identifier (Doc		Number of Detail	Seller's Appropriation	Routing Identifier Code (R	Internal Use (Budget Proj	FMS Country Code	Buyer (Billed Office)	YMM GENERATED		Bill Number	Seller (Billing Office)		Fund Code	Buyer's Appropriation	Amount
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FS1 00997X4930NC1AP96 F28 N0612A302 07374N62583 CX173180462MA000092850
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FA1P96 8415010997837 EA00001N0612A3057014A YNCTCXACX07374 0580000058000005800
FA1P96 8430014396279 PR00001N0612A3057AF64 YNCTCXACX07374 0580000087050008705
FA1P96 8430014398410 PR00001N0612A3057013A YNCTCXACX07374 0580000087050008705
FA1P96 8430014399811 PR00001N0612A3057AF66 YNCTCXACX07374 0580000087050008705
FA1P96 8430014398409 PR00002N0612A3057AF61 YNCTCXACX07374 0580000174100008705

Document Identifier (Doc I	Routing Identifier Code (RI		National Stock Number (N	COG	Unit of Issue	Quantity Billed	Document Number (DoDAAC, Year, Julian, 4	Suffix	Supplemental Address	Signal Code	Fund Code	Bill Number		Day of Year (Julian)	Amount (extended)	Unit Price
FA1	P96	_	8430014402460	_ _	PR	00002	N0612A3057AF63	_	YNCTCX	A	CX	07374	_ _ _	058	000017410	0008705

In Conclusion……

- CHOOSE and WITs will assist you in finding details and in sorting out discrepancies.
- You can query on fields such as voucher, document number, amount, appropriation and subhead.
- These tools are very simple to use.
- Try them today!

DFAS

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